



Application for Flood Plain Permit within a Manufactured Home Park

This form applies only to a Manufactured Home Park located within a 100-year flood plain.

****You must attach the engineered drawing that you will be using to install this home.****

TYPE OF ACTIVITY

- ☐ New Installation
☐ Change/Damage/Repair
☐ Park Development

Applicant Information

Applicant Name	
Applicant Address	City, State, Zip
Email	Phone Number

Homeowner Information

Name	City, State, Zip
Property Address	County
Email	Phone Number

Park Operator Information

Operator Name	Park License Number
Operator Address	City, State, Zip
Email	Phone Number

Installer Information

Installer Name	Installer License Number
Installer Address	City, State, Zip
Email	Phone Number

Engineer Information

Engineer Name	
Street Address	City, State, Zip
E-mail	Phone Number

Signature Verification

Individual to be contacted for questions pertaining to this project:	Phone No.
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We certify that the foregoing data is a true statement of facts pertaining to this project.

Park Agent: _____ Date: _____

Homeowner: _____ Date: _____

The homeowner and park operator agree to construct the project in accordance with the permit.

III. Permit Fees		Amount
A.	Installation of a home on an existing lot \$50 Flood Permit Fee	\$
B.	Alterations or repairs to a substantially damaged home \$50 Flood Permit Fee	\$
C.	Development within a Manufactured Home Park \$50 Flood Permit Fee (In addition to fees collected under R.C. 4781:12-05.2)	\$
IV. Total Fees		(Total of sections A, B & C) \$

Notice Message:

For Credit card and electronic check payments, please visit
<https://icportal.com.ohio.gov/> (Visa, Mastercard, Amex and Discover).
Click "Pay Invoice" and follow prompts.

Payments are due within 30 days of the date listed on your invoice. Finance charges and/or late fees may apply to payments made after that date.

The Division of Industrial Compliance reserves the right to withhold subsequent services and/or records until the outstanding balance is paid in full.

Past due balances are subject to collection efforts by the Division of Industrial Compliance and the Office of the Ohio Attorney General (OAG) in accordance with state law. Collection methods include bank account attachments and litigation.

I. Flood Plain / Base Support / Manufactured Home Elevations

What is the 100-year flood/base flood elevation (BFE)?

☐ Yes☐ No**Indicate which one below describes the site where the home will be placed:**☐ **A. Manufactured home placement on an existing site**

Home chassis will be placed at:

- ☐ a. 36 inches above existing lot elevation
☐ b. the 100-year flood elevation (BFE)

☐ **B. Manufactured home placement on a newly developed site**

The 100-year flood elevation (BFE) + up to 1-foot allowable rise + one foot freeboard

☐ **C. Damage, alteration or repair to manufactured home/lot**

The 100-year flood elevation (BFE)

II. Please fully describe the method for all three sections below (A, B & C) and check the boxes when complete:

- ☐ A. Anchoring, blocking, elevating, or supporting any free-standing auxiliary buildings, and any room additions or other accessory structures connected to the home. (Please also include if the home is being installed on a basement or crawlspace).
- ☐ B. Preventing movement of service facilities such as electrical, heating, and cooling systems during a flooding event. What components (equipment, piping, wires) will be above the BFE. (For components below the BFE, will need to be made out of flood damage-resistant materials).
- ☐ C. Minimizing or eliminating infiltration of flood waters into the water system and the sanitary sewerage system. (Please provide info on how the water and sewer system will become watertight, to prevent flood water infiltration).



Floodplain Permit Checklist Items

- A site-specific drawing of the installation's piers/footing support, which shows all specs regarding the piers/footing used (e.g., dimensions, materials, elevations, etc.), prepared by an engineer. Attached to this e-mail is a good example that shows what we're looking for (see "Example Blocking Diagram and Foundation Detail"). For elevation information, you may want to look at the [FEMA Elevation Certificate](#) (particularly section C2), which lists the elevations that we will want identified on the drawing. Once the home has been set, a registered land surveyor will have to complete the FEMA Elevation Certificate with information based on "finished construction" and submit it to the Division, so it would be good to see what will need to be certified at the completion of the project.
- Blocking diagram (see the top of the attached "Example Blocking Diagram and Foundation Detail") that shows the location of any piers and tie-downs
- For any tie-downs, anchors, or other products used in the home's support system, we'll need to know the specific product name of each so we can check to make sure they are approved for use in a flood zone.
- If the home will have a basement/enclosure/crawlspace below the lowest floor, we'll also need detailed drawings showing foundation openings for the passage of floodwater (e.g., number, location, and dimensions of flood openings). If there will be a basement/enclosure/crawlspace, you will want to check out FEMA [Technical Bulletins 1 and 11](#).
- The Division also needs the following information:
 - Complete description of how you intend to protect the existing and proposed utilities and mechanical equipment from flooding
 - We'll need to know what the existing and proposed utility equipment (e.g., electrical pedestals, A/C unit, water line, sewer lines, etc.) will be on the lot.
 - For each utility service or equipment:
 - What components and equipment will be elevated to or above the BFE; and
 - For any utility equipment or components that will be below the BFE, we need to know what materials those sub-BFE components will consist of and how they will be made watertight.
 - NFIP requires all utility equipment or components that are below the BFE to be made of flood damage-resistant materials and to be watertight. FEMA's technical bulletin on flood damage-resistant materials is available [here](#).
 - The NFIP's requirements for protecting a building's utilities and mechanical equipment is covered in [FEMA 348](#).
 - Some of the info we will want to know about each system:

- Sewer
 - Whether the home's sewer lines will be above the BFE or not
 - How the home's sewer line will be connected to the site's sewer hookup (e.g., an elastomeric coupling)
 - What material the home's sewer line consists of and what material the site's sewer hookup line consists of
- Water
 - Whether any of the home's water lines and distribution components (e.g., meter) will be below the BFE
 - How the home's water line will be connected to the site's water service line
 - What material the home's water line consists of and what material the site's water service line consists of
- Electric
 - Whether all components of the existing electric pedestal will be above the BFE
 - Depth that the underground wire will be buried
 - Whether the wire will enter the home above the BFE or below it
 - Type of wire and type of any conduit used

Other relevant resources/codes:

- [O.A.C. 4781-12-07.3](#) - The Division's rule regarding the elevations at which a manufactured home may be set at.
- [FEMA 85](#) - FEMA's publication about the floodplain management requirements for installing manufactured homes in special flood hazard areas
- Other relevant FEMA flood publications can be found here: [Link](#)
- [ODNR's Floodplain Documents bank](#) - Has a lot of useful floodplain resources (e.g., Ohio Floodplain Handbook)